



**Royal Astronomical Society of Canada (RASC),
Halifax Centre**

Dedicated to the Advancement of Astronomy and Allied Sciences

**G4: Policy Regarding Speaker Reimbursement for
Halifax Centre Events**

(Adopted April 20, 2018)

Background:

From time to time, RASC Halifax Centre acquires speakers from its Centre or from that of another Centre to address topics of interest at Members' Meetings, the Nova East Star Party, Dark-Sky weekends and other events hosted by the Centre or hosted in partnership with other organizations.

The following documents provided guidance in the development of this policy:

- a. RASC Policy Manual 2017 v5.0 (Policies G15: Public Speaker Program and Policy G19: Travel Policy - General)
- b. RASC Centre Manual v2 (2017 September 2017)

The person overseeing the event where there is a need for a speaker should:

- a. determine whether the speaker is a professional speaker who uses a booking agent, or has a set fee they charge per hour, or expect an honorarium.
- b. develop the portion of the event's budget relating to Speaker expenses and potential sources of reimbursement as described in Policies G15 and G19.
- c. discuss with the potential speaker the expectations regarding fees or honoraria and all other expenses relating to return travel to the event and accommodations while in Nova Scotia well in advance of the event.
- d. consider arrangements for billeting the speaker whenever possible.

For the purposes of this document, the following definition applies:

- i. *Neighbouring Centre*: Any Centre in Nova Scotia, New Brunswick or PEI, except Halifax Centre.

Rationale:

Halifax Centre should treat its speakers well and with utmost care if it wants to recruit and perhaps have repeat appearances by these speakers. Halifax Centre would also want to retain its reputation as welcoming and fair when arranging for speakers.

How the Centre provides gifts, speaker fees and honoraria does require delineation to eliminate any possible conflict with RASC policies or confusion at the local level of organization.

Recommendations Relating to Speaker Expenses:

1. A RASC Halifax Centre member shall arrange for lodging for speakers:
 - a. preferably by billeting with a member of Halifax Centre, or
 - b. If other lodging required, the lodging should include breakfast.
2. Cost sharing with another organization or use of the RASC Public Speaking Program (PSP) is strongly recommended.

Policies Relating to Budget:

1. The Board of Directors must pre-approve the budget related to a speaker presenting at a Halifax Centre event before the speaker is invited to the event.
2. Receipts must be provided with all claims to be approved for reimbursement.

Policies Relating to Speaker Reimbursement:

If a Speaker is from Halifax Centre:

- a. Speakers who are Members of Halifax Centre should not expect any form of payment.
- b. There may be times when mileage is requested due to distances travelled. If approved by the Board, speakers would be reimbursed at the rate as recommended in the RASC Policy Manual, Policy G19: Travel Policy - General.

If a Speaker is not from Halifax Centre:

- a. Speakers who are Members from a neighbouring Centre should not expect payment for speaking at a Halifax Centre event. However, a small token of appreciation and recognition (such as a book or other item) is appropriate. Travel and lodging expenses will be reimbursed, if appropriate, and not covered through another means.
- b. Speakers who are not members of Halifax Centre could be paid an honorarium up to a maximum of \$500.00.
- c. Travel to and from the event and lodging expenses at the event may be reimbursed. Speakers could be reimbursed at the rate as recommended in the RASC Policy Manual, Policy G19: Travel Policy - General.
- d. Accommodation expenses could be reimbursed up to \$200.00 per day (inclusive of applicable taxes).
- e. Meal and beverage expenses could be covered as follows:
 - up to **\$50.00** per day if breakfast not included with lodging
 - up to **\$40.00** per day if breakfast is included with the lodging selected
 - alcohol expenses will not be reimbursed.

If a Speaker works for public agencies, government agencies or other organizations that preclude payment:

Halifax Centre could:

- a. do something in their name or create some publicity, or
- b. send a well-crafted letter to their manager or head of their organization or department.

If a Speaker is being co-hosted by RASC Halifax Centre and another organization:

The above policies should be considered during event planning discussions with the other organization. Any differences will have to be pre-approved by the Board.